

NAF PERSONNEL OFFICE, Sub-Region

MWR Department, VQ- WPNSTA Yorktown, FISC Cheatham Annex

VACANCY ANNOUNCEMENT

02-25-02

Does not confer Civil Service Status

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POSITION: Motor Vehicle Operator  
NA-5703-07

ANNOUNCEMENT:  
YT 23-02

Salary: \$8.48 per hour  
LOCATION: MWR Fund, Recreation Division  
NWS Yorktown, Lackey, VA 23694

CLOSING DATE:  
Open Until Filled  
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AREA OF CONSIDERATION: OPEN

(2 Flexible Positions)

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment
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**DUTIES:** Drives vehicles on a non-regular basis to various destinations on board NWS, Yorktown, to provide support to Fleet Personnel while at Naval Weapons Station, Yorktown Va., and other required movement of personnel in support of the overall Recreational Services Mission. Vehicles may vary from a 15 passenger van, 29 passenger van or 48 passenger diesel operated bus. Keeps trip records or logs, showing time of departure, trip mileage, gasoline, diesel fuel, and oil consumption, etc. Reports any defects in vehicle operation, accidents, damages, or traffic violations. Makes operational inspection of vehicle for loose parts, damaged or worn tires, proper oil level, battery condition, and similar items. Check presence and usability of assigned equipment, such as tools, tire changing equipment, fire extinguishers, and first aid kits. Cleans assigned vehicle daily. Is responsible for the comfort and well being of passengers assigned to his/her trip to the extent possible with the equipment available to him/her. In this area incumbent will also be responsible for maintaining discipline amongst the passengers as far as possible without using any form of physical force or violent language. Performs other related duties as assigned.

**QUALIFICATIONS:** Incumbent is required to be skilled in handling controls for starting, stopping, backing and driving vehicles, including buses, in congested conditions and during adverse weather. Must know safety rules and regulations. Be familiar with various streets, highways and station location points normally driven. Know the law governing highway traffic and military rules and regulations on traffic. Must have a valid VA chauffeurs driver's license (CDL) with passenger writer and be able to procure a valid government drivers license up to and including a 48 passenger van.

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FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: MWR Fund, NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown VA 23691. MAILING ADDRESS: MWR Fund-NWS, P O BOX 32, Lackey VA 23694-0032.

NOTE: Applications are available in the NAF Personnel Office, Bldg. 2011. "Unless otherwise specified, all applicants must be 16 and over"

EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)